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IRAQ ACCESS TO JUSTICE PROGRAM 2014 IRAQ NATIONAL JESSUP COMPETITION: FINAL REPORT

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2014 JESSUP TIMELINE

June 2013

Early discussions began with the transition of Program staff. Discussions focused on initial contacts with law schools, as well as with high level officials with the High Judicial Councils of both Iraq and the Iraqi Kurdistan Region. Additionally, initiated telephone conference call with Tetra Tech DPK home office and the Chicago-based headquarters of the International Law Student Association (ILSA) both oversee and administer the annual Jessup Competition.

July

8: Program staff met with the Chief Judge of the Kurdistan Supreme Court (Chief Judge of the Kurdistan Judicial Council) for introductions and an orientation to the A2J Program and its future. The Staff discussed the Jessup Competition and the possibility of supporting it. The Chief Judge didn't believe that he could provide financial support to Jessup, but said that he would consider other forms of support. As a result, the Program staff agreed to send him a list of suggestions for how he, and other potential judges, could provide support to the Jessup Competition.

RECOMMENDATION: It is important to have a list of suggested ways in which supporters can participate in the Jessup Competition, and to look for creative way to support it. It is also important to develop and publish the recruitment/promotional flyers that can be handed to everyone upon meeting. The flyer, a basic two-sided flyer describing the Program, the Jessup, and How to Participate, can be found in the files.

13: Program staff discussed next steps for the Jessup Competition including:

- Prepare a Tracker, similar to one used in prior years, to monitor activities.
- Contact ILSA in Chicago to inform of administration duties and current status
- Contact and/or meet with Deans to gauge level of interest in participation
- If interested, begin process of notifying students and forming teams
- Continue seeking funds to support (see above for ideas of cost-sharing funding)

14-15: Program Staff began phone calls to law schools across Iraq to inform them about the 2014 competition. Program called deans of Iraqi law schools gathering contact information for both a point of contact (POC) at the school and a coach for the team.

August

24-27: The Program conducted the annual Law School Deans Conference for the deans in Central and South Iraq, during which they expressed their continued support for developing a full legal aid system: law school and CSO legal clinics, pro bono, and the Jessup Competition. The deans also rejected the notion of creating an "administrative committee" to implement the Jessup.

September

4-5: First week of Sept. A2J conducted a day-long conference with 4 four law school deans (Dahuk, Koya, Salah ad Din, Sulaymaniyah) in the IKR, during which they expressed their support for developing a full legal aid system;; law school and CSO legal clinics, pro bono, and the Jessup Competition.

16: The 2014 Jessup Competition registration opened.

16: The 2014 Jessup Competition *Compromis* (The Jessup Problem) was officially released and made available via ILSA. The Program sent the PDF and word version of the problem to all Iraqi law schools, and in the communication reminded them of the November 15 deadline to register their teams.

During September, the deans of the law schools also pledged their support of upto \$5,000 for their teams during the national qualifying rounds. The Program continued to seek additional funds to support the international rounds.

October

Planning meetings were held with relevant Program personnel on their scope of participation and assistance for the 2014 competition year. Addressed training and preparation of teams for the competition in addition to the implementation of the competition itself.

Additional meetings were held with the Baghdad Law School dean and the Iraqi Law School dean, both of whom offered to host the 2014 competition. Salah Ad-Din Law School in Erbil and American University of Iraq, Sulaymaniyah also offered to host the 2014 competition. Teams were sent to each law school to discuss and assess competition and accommodation space available.

RECOMMENDATION: It is important to preserve the contact information of both the point of contact (POC) and team coach of the law schools. A contact roster should also be updated on a regular basis to facilitate the preparation of subsequent competitions.

All law schools again informed of deadlines related to Jessup, including training by Program staff on legal writing, research, and international law. Registration deadlines confirmed and acknowledged.

RECOMMENDATION: The deadline schedule should be circulated as early as possible, and confirmed by all participants to avoid misunderstanding.

November

4: Met with the President and staff of American University of Iraq in Sulaymaniyah to discuss and assess competition and accommodation space.

11: Follow up meeting with Judge Ahmed, Chief Justice of the IKR High Judicial Council to review and secure support for the 2014 Jessup Competition.

12: Met with Salah Ad-Din Law School's Dean to discuss and assess completion and accommodation space.

15: Deadline for teams to register for the 2014 Jessup Competition – 13 Iraqi law schools registered and payment received for 11.

16: Updated memo sent to staff and discussed: administrative planning for the Iraq national level qualifying competition rounds. Next steps include: securing competition space; setting the dates of the national rounds; setting dates of the trainings; obtaining information from each team and each individual participant to ease transportation into the IKR and the U.S. when the time comes.

RECOMMENDATION: Given the Program's scheduled completion is set for 2015, the Program should actively engage with Baghdad University through Dean Jamal to mentor a team of Iraqis to coordinate future Jessup competitions. Other ideas for this are currently being discussed: such as creating an ILSA Chapter in-country and discussions with ILSA in Chicago to learn how other countries manage the Jessup Competition.

RECOMMENDATION: When planning future Jessup competitions, close coordination between the Program, Baghdad University, and the Ministry of Higher Education and Scientific Research (MOHE) is needed. This also helps create ownership among national counterparts.

RECOMMENDATION: Since most other lawyers are not as knowledgeable of international law and are already fully engaged with their existing caseload, Mr. Raza Al-Awadi from the Iraqi Bar Association (IBA) is an important contact. The prestigious judges selected for the 2013 final round of competition were considered for the 2014 competition, but few- if any - speak English. When selecting professors, only those specializing in international law should be considered. Selecting a diverse pool of professors to avoid favoritism and bias is also important.. The 2014 Competition requires proficiency in English, which many of the 2013 judges lack.

RECOMMENDATION: The bailiffs used for the 2013 competition were students of Cihan and Salahaddin University. Because they are mostly Kurdish, it is important to ensure that they have an adequate level of Arabic and English competency. Since the 2014 Competition was conducted in English and future competitions will likely be held in English, it will be equally important to ensure that they can effectively communicate in English.

December

1: Baghdad-based workshop for law school teams and coaches conducted.

4: Erbil-based workshop for law school teams and coaches conducted.

7: Late entry Dhi Qar University Law School registers for competition – bringing the total to 12 law schools now, 8 in Central and South Iraq and 4 in Northern Iraq.

8: Salahaddin University is selected to host the 2014 competition.

8: Jessup Tiger Team briefing:

- Workshops for teams have taken place and were well-received;
- Approximately 40 judges confirmed, or near-confirmed;
- Our Judge Coordinator has drafted a training for judges, and continues to work to secure their commitment;
- Our Bailiff Coordinator will develop a training for bailiffs, and will send it electronically to Salah-ad-Din Law School in advance of the bailiff training (which will take place one day prior to the competition);
- Fund-raising has resulted in 2 pledges to date; \$25,000 from two law firms, and pledges from the IKR Government to support a team to Washington, DC;
- Fund requests will go to the GOI in Baghdad within the next day or two;
- The team will meet with Baghdad Law School to explain why the competition dates cannot be changed per their request;
- Staff is in discussion about how many teams to send to DC, and how this decision will be made;
- Names of all team members and coaches will be sent to our Erbil office to secure permissions to allow individuals to travel to the IKR.

January 2014

6-12: Last minute preparations: sub-activity request prepared and filed; hotel for judges and A2J staff booked; competition site reviewed by Erbil staff; buses booked; and restaurant reservations made.

13-17: Last minute preparations before travel to Erbil: final calls to judges; final reminders to teams and coaches for submitting memorials; and ordering products/supplies.

15: All memorials submitted to Jessup via the on-line system and to A2J for review and scoring.

18: Jessup A2J Administration staff Mays, Wilson, and David travel to Erbil for preparations.

19: Jessup A2J Administration staff Ali and Ali travel to Erbil for preparations.

20: Jessup A2J Administration staff (remaining staff) travel to Erbil for preparations.

20: Judges arrive in Erbil. The number of confirmed judges are approximately 30-32, still higher than the 27 needed for the competition.

20: Teams and Coaches arrive in Erbil.

21: Judge and Bailiff training day.

RECOMMENDATION: Judges must be informed that their role is to judge the competition fairly and avoid any favoritism. Judges are not expected to showcase their legal knowledge, which carries the risk of embarrassing and intimidating the competitors.

21: Judge Dinner.

22-23: Competition opens; rounds conducted; competition closes and awards given.

26-30: Follow Up Meetings with Baghdad, Salahaddin, and Suleymaniyah Universities.

- Drafted and prepared visa letter for Salahaddin University

BACKGROUND OF THE 2014 COMPETITION

Introduction

The Philip C. Jessup International Law Moot Court Competition is the largest and most prestigious moot court competition in the world, attracting participants from over 600 law schools in more than 90 countries. The competition is a fictional dispute between countries held before the International Court of Justice (ICJ).

The international round of the competition is held each year in Washington, April 6-12 for this year. The competition is timed to coincide with the annual meeting of the American Society of International Law (ASIL).

Moot Court Format

The moot court format involves arguing a hypothetical case on issues of international law as if before the International Court of Justice (ICJ). Recent competitions have focused on issues of universal jurisdiction, the International Criminal Court (ICC), international maritime law, balancing responses to terrorism with human rights and other pressing issues of international importance.

Preparations

The USAID Iraq Access to Justice Program's involvement with the 2014 Jessup competition began in June/July with the transition of the Component 2 and Program Support teams. Operations began with a conference call with the International Law Student Association (ILSA) Jessup representatives in Chicago, IL, and a review of the 2013 Jessup competition for law school contact information and any documentation such as best practice guides.

The Program's shared drive serves as a repository of information for incoming teams. Using the shared drive, the advance planning team was able to start immediately with a list of law schools in Iraq that the Program had targeted for the 2013 competition. This list remains useful, but should be maintained and updated based on consultations with the Program's Legal Education & Services team (Component 2) to include all possible law schools in Iraq. A comprehensive list of all Iraqi law schools will be especially critical in the coming years as the Program transitions to an English-only competition. A full spread sheet list of law school information should be developed and maintained in the shared drive.

NOTE: The 2012 and 2013 Iraq National Rounds took place in Arabic, based on an exception granted by the International Law Students Association (ILSA). The 2014 Jessup competition was held in English, in line with the international rules set by ILSA. This required teams to be capable of drafting text and delivering arguments in English, which has been a weak point among the Iraqi teams, particularly in Central and South Iraq

The Program reached out to all known law schools between July/October, using the law school deans as the first point of contact. Formal group discussions were conducted during the annual Law School Dean's Council Conferences held in Sulaymaniyah and Erbil. The Program then asked the deans to identify both a point of contact at the school and a coach for the Jessup teams. This approach (two nominated contacts per law school) is recommended for future years as it helped to ensure continuous contact with the schools and provided a secondary contact when the coach failed to respond to requests in a timely manner.

The Program made several contacts with each law school, with initial phone calls meant to engage the institution, provide oral confirmation of their interest in the program and familiarize them with the Jessup administrator.

Beginning in September and continuing throughout, the Program distributed registration information to all schools in both Arabic and English. This packet included a copy of the *Compromis* (the facts of the competition's problem), the competition rules (both the Iraq national rounds and the international competition in Washington) and the registration form for the competition. Additionally, the packet included contact information for the responsible Program staff and instructions on how to fill out the registration form. The Program then called all contacts the following day to confirm their reception of the package and to answer any unresolved questions.

Training Workshops for Teams and Coaches

As the overall goal of conducting this activity was to try to build in as much local ownership and sustainability as possible, this year the Program conducted only two workshops for teams and coaches – one in Baghdad for all central and south law schools, and one in Erbil for all Iraqi Kurdistan schools.

On December 1st, the Program provided its first technical assistance workshop to registered schools' coaches and teams. The workshop took place in Baghdad and was attended by five teams from Iraqia University (Baghdad), Islamic University (Najaf), Karbala University Law School, Wasit University Law School and Anbar University Law School. Another workshop was held in Erbil on December 4th for the Iraqi Kurdistan Region (IKR) schools: Salah ad Din University Law School, Sulaymaniyah University, Dahuk University and Koya University Law School.

Both workshops covered different topics of Jessup's rules and ethics, advocacy and argument skills, legal research guidance, and suggestions for drafting the written memorial that included the facts, laws and conventions. This included a basic review of international law and the need to conform to the materials provided by ILSA. Specifically, the training focused on: (a) the need for in-depth research; and (b) how to argue and structure a memorial so that it is more closely aligned with their peers at the international level.

RECOMMENDATION: For future trainings, the Program may wish to take advantage of filmed arguments from previous Jessup competitions to demonstrate the importance of oral advocacy techniques. The Program holds tapes of the last two competitions, and these may be a resource for the future. It could be as easy as burning copies of the DVD or tapes and distributing them to the participating universities.

Operational Activities

Once the training workshops for teams and coaches were completed by mid-December, the focus became operational preparations. The competition site was all but determined in November, and finalized in December. The priority task was the identification of judges and bailiffs for the competition.

Competition Site

As of mid-November, 12 teams had already been identified. This would require four preliminary rounds to be conducted in six courtrooms (NB: an odd number of competing teams requires an additional round to ensure that all teams compete four times). The competition needed six courtrooms for the preliminary rounds, a plenary main hall capable of accommodating close to 200 individuals (including participants, coaches, staff, judges, bailiffs and observers), a judges room, a scoring room, and an administration room. Since Salahaddin University was chosen to host the competition, it was determined that the site would be the Cultural and Social Center of Salahaddin University.

While this facility was able to set up the required court rooms, judges' room, and scoring room, it lacked an extra room for the administration. We decided that we could do without this room, provided we had everything else needed for space. Also, it was determined that the final round would be conducted in an auditorium-style class hall of the Law School.

Judges

Judges were recruited through law school deans, and by contacting past Jessup judges and other contacts. Ali Shaker of the Program was appointed as the Competition's Judge Coordinator (JC) and led the efforts to recruit, orient, and train the judges to properly score and evaluate the competition.

In line with the Jessup rules, The Program took measures to remove potential bias by ensuring that judges would not review a team from a school at which they taught. All teams were identified by anonymous numbers, and judges could be substituted in cases where a judge knew or was professionally connected to the team he or she was reviewing.

By early December, the Program had secured between 25 and 30 judges. Given the English language proficiency, this year proved to be a challenge. This meant that many Iraqi judges, and including prior participant Jessup judges, were not able to engage. It proved difficult for the team to recruit the aspirational number of 40 judges for the competition. Nonetheless, we were able to recruit a number of judges from the U.S. Embassy, the U.S. Consulate, and USAID, in addition to the two judges from the U.K. and one from Washington, DC, -all whom traveled at their own expense to be part of the competition.

RECOMMENDATION: For future competitions, judges should be drawn from the many private law firms, corporations, diplomatic and development missions, American University of Iraq in Sulaymaniyah, and Iraqi academics specializing in international law. There are a modest number of firms, lawyers, and law trained people living in Erbil with English proficiency and interest in the Jessup Competition. Encouraging all internationals who wish to participate is also a great way to promote the Jessup and provide an opportunity for the teams to interact with out of country Judges. This was one of the best aspects to Iraq's 2014 Jessup, as it lends a level of international importance to the competition.

The judges received a half-day training workshop on January 21st, one day before the start of the competition. The training focused on what was to be expected of the judges, and scoring the oral rounds.

RECOMMENDATION: During the live-rounds, it was noted and observed that there were hostile judges who were not asking questions based on the argument or brief of the team. They were instead asking hostile, and at times irrelevant, questions and/or even badgering students. Such judges should be removed from the competition. For future Jessup-related training workshops for judges, more time should be focused on completing the scoring sheets, for both memorials and oral presentations. For bench memorials, time should be spent focusing on the asking relevant questions and providing constructive feedbacks to the teams.

RECOMMENDATION: For future competitions, more effort should be made to bring in non-Iraqi judges — particularly for the final rounds of competition. Also, more effort needs to be placed on ensuring diversity among the 3-judge panels.

Bailiffs

In most cases, the school hosting the moot court competition is responsible for providing bailiffs. The bailiffs needed to be capable of communicating in English, as per the 2014 Competition requirements. Further, the bailiffs should be first- or second-year law students so that they can use the experience to better prepare themselves for their own participation as competitors in the future.

Fifteen bailiffs were eventually secured from Salahaddin University. Mays Adel Abaychi of the Program was appointed as the Competition's Bailiff Coordinator (BC) responsible for recruiting, orienting, and training the bailiffs.

As with the judges, the bailiffs were asked to attend a half-day training workshop on January 21st, one day before the start of the competition. This workshop covered the roles of the bailiff, including that of timekeeper and securing the courtroom. Bailiffs were also responsible for collecting the score sheets and delivering them to the Bailiff Coordinator, as well as initially handling team and coach complaints.

Dates of the Jessup – January 22 and 23, 2014

The Iraq Jessup Moot Court Competition had set firm dates for January 22-23, 2014 for the competition. The Program had selected these dates in late December, and consistently referred to them in discussions with teams, staff and points of contact at all universities. These dates appeared to be the best possible option. Were the competition held any later, the dates would begin to conflict with exams; any earlier, and there was a risk that the availability of key staff would be limited due to a conflict with major holidays. Additionally, knowing the International Rounds were to be scheduled for April 6-12, we wanted to conduct the in-country qualifying rounds as early as possible, to allow the maximum amount of time for team preparation, and for visa applications, to be processed.

The Competition

Staging

By January 10, all staff were informed of their responsibilities regarding the program, ranging from directing bailiffs and judges to overseeing operations in each moot courtroom (see section on “Duties” for further details). The following days involved reviews of these responsibilities, the creation of staffing charts, and training staff and volunteers in preparation of the competition.

By January 18, the first group of Program staff from Baghdad arrived in Erbil to assist with site visits, trainings, and overall preparation. Operations took on a multi-pronged approach at this point, with morning meetings to update staff on the day’s activities and to designate or remind individuals of their roles for that day. From this point forward, the team was broken down into a training component (focusing on bailiffs, judges and scorers) and an operational component (focusing on producing material for both the competition and the trainings).

Execution

On January 22 and 23, the Program supported the Iraq National Rounds of the Philip C. Jessup International Law Moot Court Competition in Erbil. Over 60 students from 11 teams competed in the qualifying rounds, which were hosted by Salahaddin University, representing the law schools of Baghdad, Dahuk, Dhi Qar, Karbala, Koya, Kufa, Iraqi (Baghdad), Islamic (Najaf), Salahaddin, Sulaymaniyah and Wasit Universities. Anbar Law School was also registered to compete but was forced to withdraw due to the ongoing security situation in the governorate at the time.

For the first time, the Iraqi law schools financed their own participation in the national rounds. This is a significant achievement as it speaks to the future and sustainability of the event/program without the continued funding of USAID. This was also the first year that the competition was held in English, as required by the rules established by Jessup’s organizing authority, the International Law Students’ Association (ILSA).

The competition began on January 22nd with an opening ceremony that featured remarks from Dr. Ahmed Anwar Dezaye, President of Salahaddin University, as well as the KRG Minister of Justice, Mr. Sherwan Haidari, the Dean of Salahaddin University’s College of Law and Political Science, Dr. Sherzad Aziz Sleman, and the Advisor to the KRG Minister of Higher Education, Dr. Beriwan

Khailany. Each of the speakers stressed the importance of the Jessup Competition and its contributions to building the practical skills of Iraq's future lawyers.

The first day of the competition saw the first, second, and third preliminary rounds, with a break in-between for lunch. This format allowed each team to act as an applicant and a respondent in a single day, providing all members with a chance to practice before the following day's rounds. While a single round would allow more time to correct issues, prior planning ensured that it ran smoothly with only a few issues.

By the close of the first day of competition, the Program scored the first two oral rounds. The third round was to be scored the morning of Day 2. Additionally, there was extra time for the scorers to enter oral rounds on the second day to determine the winning teams for the semi-final and final rounds. At the conclusion of the day, all judges and staff were provided with a bus ride to return them to their respective hotels.

The second day of competition took place in a similar fashion as the first day. A cadre of 25 distinguished judges and legal experts from Iraq, the United Kingdom and the United States presided over the rounds in three-judge panels, 15 volunteer law student bailiffs managed the various courtrooms. Four teams advanced to the semi-finals (Baghdad, Kufa, Salahaddin and Sulaymaniyah). Baghdad (which won last year's competition) and Salahaddin Law Schools advanced to the final round of competition, with Salahaddin winning first place.

An awards banquet was held for all participants on the evening of January 23rd. The Iraq National Jessup Administrator presented the first place award to Salahaddin and a number of awards to individual competitors. The event provided a lively opportunity for law students throughout Iraq to meet and interact.

Follow-on preparations are now underway for the 2014 international final round of competition in Washington, in which the teams from both Baghdad and Salahaddin will compete. The universities will finance the teams' participation in the international round, and the Program will provide technical support to the teams, as needed.

Scoring of Memorials

Due to bad timing on our part and not enough judges, we had to ask the judges to score some of the memorials during or in-between the oral competition. Ideally we would have had recruited enough judges and have timed the competitions better to avoid this issue as all memorials would have been scored BEFORE the start of the oral rounds. As a result, we feel the judges were rushed and unable to give it their best

Two other lessons learned were to recruit more judges and to set a minimum of one full week between the deadlines of the memorials and the start of oral rounds. This will ensure that all memorials are turned in and scored before the oral rounds begin.

Record of Official/Unofficial Team Complaints

2014 Jessup Competition (Iraq In-Country Qualifying Rounds)

Day One – Wednesday, January 22, 2014

Round One

Team 657: Courtroom #2 was very noisy due to voices & construction work taking place and voices in the hallway. Requested to be relocated for subsequent rounds – rooms were switched so that the this same team didn't have to compete in multiple rounds in the same courtroom.

Other General Complaints: Judges were not providing the teams with the correct allotted time (allowing only 35 minutes instead of the scheduled 50 minutes). Nor were the bailiffs speaking up to the judges regarding the time, which was possibly due to the fact that most bailiffs themselves were unaware of the correct timing. Additionally, the Program cameras that were originally planned to be used were disallowed, requiring the judging panels to be reconfigured. In the end, all above mentioned issues were resolved as quickly.

Round Two

Team 657: Courtroom #2. The coach of Team #650 passed a note to one of the Team Members sitting at Counsel Table in violation of the rules. A penalty point was assessed.

Round Three

Team Not Identified: Courtroom #2. Judge Mahir left midway through the proceedings and did not return. He was asked to complete his score sheets only for the parts that he was present for, however he still completed the full sheet even though he had left early. In the end, the storekeepers compared his scoring with the other two judges and as his scores were consistent with them, it was decided to allow his scores.

Day Two – Thursday, January 23, 2014

Round Four

No real complaints during this round, but once the results were announced there were some general complaints of unfairness coming from teams that were not advancing to the semi-final round.

Round Five – Semi-Final Round

No real complaints during this round involving four teams and two matches. Again, more acutely, once the announcement was made as to which two teams would advance to the final round, there was much disruption coming from one of the teams that did not advance.

Round Six – Final Round

No real complaint before or during the round, but when the final winner was announced later in the evening at the award ceremony, the second place team walked out of the celebratory dinner.

Lessons Learned from 2014 Competition and Recommendations for 2015 Competition

Teams and Coaches

- It was suggested that each team should sign a code of ethics/conduct and ask to behave accordingly. All teams should understand and accept that competitions inherently mean only one team will be declared as the winner. Competitions come with the anticipation of one “winner”.

Judges: Recruiting and Training

- Try to establish ethnic diversity on the judge panels. There were complaints by the Kurdish teams that all Arab panels were antagonistic towards them, of being unduly and unfairly harsh. An ideal panel would be one that represents as many of the participating groups as possible (Arab Iraqi, Kurdish Iraqi, etc.) Panels that represent an Arab Iraqi, a Kurdish Iraqi, and an international, might be the best panels.
- Recruit more judges than you think you will need. For a competition with 12 teams, ideally you would have 40 judges. Even the minimum number of judges required for a 12 team competition (18 judges) would require all judges to sit-in for all of the rounds. This creates a potential for judges to burn out quickly burning out and as a result can affect the quality of their scoring-and the competition in general. This becomes tiresome quickly, and once judges tire, the quality of the scoring, and that of the competition, will suffer.
- Some judges should be recruited to *only* score memorials, while others should be recruited for *only* the oral presentations. If any prefer to score both, it should be worked out and decided on far out in advance. Again, it should be noted and anticipated that not all judges will actually be able to make it on the day of the event. Therefore, it is extremely important to recruit more than the minimal required. Recruit as many as possible and assign some as alternatives for last-minute drop-outs.
- Related: Timing of Qualifying Rounds: Make sure that there is adequate time between the date that memorials are due and the date when the qualifying rounds begin. Ideally, all of the memorials should be scored by three different judges well before the qualifying rounds begin. If there is not adequate time available between the submissions of the memorials and the start of the rounds, scoring them will not be possible. If the time is too short between memorial submission and the start of the rounds, then the scoring of the memorials will not be able to take place.
- Also, have ready rules and procedures in the possible scenario of a judge deviating from their assigned roles

In Court Personnel: Bailiffs and Courtroom Captains/Monitors/Observers

- Consider having more personnel on hand to be courtroom observers and captains. Because we were short of personnel, several courtroom captains had to monitor up to 2 – 3 courtroom matches simultaneously. Having one person fixed in the room at all times during the match would ensure an extra set of independent and objective eyes during the whole proceedings.

Other Recommendations for the Future

Planning Schedule

- Establish an Organizing Committee and Tiger Team by late summer if possible;
- The Tiger Team may be the Organizing Committee, and can grow gradually as need be.

Assignments and Responsibilities – Tiger Team

- Establish team and roles early on – October through early December;
- Assign a co-administrator to communicate everything to teams and coaches;
- Assign a judge coordinator to manage the recruitment of judges;
- Assign a bailiff and room captain coordinator to manage the court rooms;
- Assign a score-keeper coordinator to preside over all scoring;

Bailiff Technical/Operations

- Clearing rooms after rounds but invite teams to return if judges request;
- Collect completed score sheets from judges;
- Place score sheets in envelope and seal envelope;
- Hand sealed envelope with score sheets to Bailiff Coordinator, who should be the one to take them directly to the Score Keeper Coordinator in Scoring Room.

Judge Technical/Operations

- Listen to oral arguments;
- Ask relevant questions of team members;
- Completes score sheets for oral arguments, and written memorials, if required;
- Turn in all score sheets to Bailiffs;
- Can ask teams back into court rooms to provide informal feedback, if desired;
- Recruit far more judges than you think you will need. For a 12 team competition, the goal should be at least 40 judges. This will allow judges to sit rounds out and relax, and will prevent judges from exhaustion during the days of the competition.

Room Captain

- Along with Bailiff, keep room clean and cleared – between rounds provide water; clear papers, etc.;
- Receive written complaints from teams;
- Turn in any and all written complaints to Bailiff;

- Bailiff, in turn, submits the written complaints to Court Room Captain Leader;
- 6 Room Captains meet between rounds to review and adjudicate complaints;
- Administrator presides and adjudicates complaints with confirmation.

Room Monitors

- See Above for both monitors and captains – may need to distinguish the two positions in the future to avoid confusion, and to make sure enough people have been recruited.

Hotel and Bus Captain

- Logistics/Operations.

Language

- The 2014 Competition was the first year where English was the language of the written memorials and oral presentations. Even with this challenge, 12 teams from as many universities participated. Several others, however, declined due to the language requirement. Going forward, it will need to be determined which language will be required.

The White & Case Jessup Cup International Rounds in Washington, DC

- Preparation
- February 5, 2014: Salahaddin University team applied for their visas by the end of this week. It was yet to be determined if Baghdad University will attend the International Rounds.
- February 28, 2014: By this date, the Salahaddin team had secured their visas.
- March 2, 2014: Contacts in DC made for team assistance while in DC.